

Goddard Space Flight Center Security Work Request



PLEASE NOTE: For Center Grand Master Keys, attach Key or Keycard Request Form (GSFC 24-12 or GSFC 24-12a). Keys required for rekeyed areas/rooms may be issued at the time of the rekeying – Contact Key control at 301-286-3425. If you have any questions or if you have a specific request you wish to discuss, please contact the Security Office at 301-286-SAFE (7233). DO NOT use this form to request individual keys/keycards.

Requester Information

1. Name:	2. Building:	3. Room:	4. Code:	5. Phone:
6. Cost Center:	7. WBS Element:	8. Fund Center:	9. Fund:	

Worksite Information

10. Building/Area:	11. Room(s):	12. Date of Request:	13. Desired Completion Date:
14. Type of Work Requested: <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <div> Lock Installation Lock/Safe Repair Safe Combo Change </div> <div> Area Rekey (attach GSFC 24-12) Electronic Security Installation Electronic Security Repair </div> <div>Other</div> </div>			

Description of Work:

Justification:

Approval Level Instructions

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| 1. Minimal required approval level; required on all requests.
2. Required approval for Division or multiple branch work.
3. Required approval for all lock and keycard installations, and rekeying requests.
4. Required approval for keycard installations.
5. Required approval for all requests involving “public” access, disabilities, or other safety issues. | 6. Required approval for all mechanical room, electrical room, or elevator room requests.
7. Required approval for all communication rooms/telephone closet requests.
8. Required approval ONLY for issuance of Center Master Key requests. |
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Approvals

Approval Levels	Code	Phone	Typed Name	Signature	Date
1. Branch Head					
2. Division Chief					
3. FOM					
4. Building Manager					

Special Approvals

Approval Levels	Typed Name	Signature	Date
5. Code 250			
6. Chief, Code 220			
7. Chief, Code 700			
8. Director, Code 200			

Security Office Use Only

Assigned To: Locksmith(s) Electronic Shop Other:	Date:
Printed Name:	Signature:
Completion Date:	